



Manage the NCOER Program

AR 623-205



Actual Evaluation Report Comments



This soldier sets low personal standards and then consistently fails to achieve them.



Actual Evaluation Report Comments



This soldier is really not so much
of a *has been*,
but more of a
definitely won't be.



Actual Evaluation Report Comments



Since my last report he
has reached rock bottom
and has started to dig.



Actual Evaluation Report Comments



His men would follow
him anywhere, but only
out of curiosity.



Terminal Learning Objective

Action: Manage the Noncommissioned Officer Evaluation Report Program.

Conditions: Given a requirement to manage the Noncommissioned Officer Evaluation Report Program and access to AR 623-205.

Standards: Manage the NCOER Program to include defining basic concepts of the NCOER program; ensuring each rated NCO receives performance counseling; and defining information on DA Form 2166-7 (NCO Evaluation Report).



Outline



- **The NCOER System**
- **DA Form 2166-7 and Rating Scales**
- **Types of Reports**
- **Report Periods**
- **Completing the NCOER**
- **The Rating Chain**
- **Counseling**



The NCOER System



- Strengthen the NCO Corps
- Ensure selection of the best qualified
- Improve performance
- Facilitate personnel management decisions



DA Form 2166-7



- Provides an assessment of the soldier's performance and potential for advancement.
- Serves as a source of information essential to the effective career management of the soldier.



Rating Schemes

- Rating Scheme: a document that lists the rating officials of each NCO assigned/ attached to a unit
- Commander's responsibilities:
 - publishing, updating, and posting rating schemes
 - ensuring rating schemes mirror the chain of command/ supervision



Rating Schemes

- Rating schemes must list the full name of all rated NCOs, rating officials and the effective date each individual assumed their respective position.

Rated NCO	Rater	Senior Rater	Revi
Platoon SGT	Platoon Leader	Commander	BN C
SFC Posey	2LT Tan	CPT Lilly	LTC F
971124	971222	970511	970



Types of Reports



Types of Reports

- First Report
- Annual Report
- Change of Rater Report
- Complete the Record Report
- Relief for Cause Report



First Report

- The first NCOER submitted on sergeants or above
- Does not apply to active Army
- May be initiated by
 - **Promotion to sergeant**
 - **Reversion to NCO status**
 - **Reinstatement in an NCO rank**



Annual Report

Submitted 12 months after the most recent of the following:

- **The ending month of the last report**
- **The effective date of promotion to sergeant**
- **Reversion to NCO status**
- **Reentry on active duty as sergeant or above**

NOTE: An annual report will not be submitted when the provisions for the change of rater report apply



Change of Rater Report



Submitted when the rater changes due to:

- **Rater** or rated NCO is reassigned
- **Rater** or rated NCO depart on extended TDY or SD
- **Rater** or rated NCO is released from AD
- **Rated** NCO is reduced to CPL ↓
- **Rater** dies, is relieved, reduced, AWOL, missing

NOTE: Minimum rater qualification must be met



Complete the Record Report

Submitted at the rater's option on NCOs who are

eligible for consideration by DA centralized boards for:

- Promotion
- School
- CSM selection

Mandatory conditions. The rated NCO must:

- Be in the zone of consideration
- Have been under the same rater for six months



Relief for Cause Report



- Used when an NCO is relieved based on personal or professional characteristics.
- Reason for relief will be stated on the report.
- Rated NCO must be notified.
- Minimum rating period is 30 days.



Report Periods



Report Periods

The beginning period: always the first day of the month in which the report begins.

The ending period: always the last day of the month in which the report ends.

Nonrated periods: those periods during which the NCO is in a nonrated status. These periods do not count toward a rating period.



Nonrated Codes



- AWOL/Desertion
- Break in active enlisted service
- Confinement
- In transit between duty stations; TDY
- Patient
- Lack of rater qualification
- Student
- TDY or special duty other than school
- Prisoner of war
- Reduction/None of the above



Converting Nonrated Days



Add all the nonrated days

- Day NCO departs is nonrated
- Day NCO returns is rated



Converting Nonrated Days

Convert rated days to months_



<u>Total Days</u>	<u>Nonrated Months</u>
15 or less	0
16-45	1
46-75	2
76-105	3
106-135	4
136-165	5



Computation of Nonrated Months

- Nonrated days > 165 days, divide the total number of nonrated days by 30 = nonrated months.

$$\begin{array}{r} \text{Total number of months} \\ - \text{nonrated months} \\ \hline \text{number of rated months} \end{array}$$



Practical Exercises



Completing the NCOER



Practical Exercise



NCOER Processing



Component	Addressee	Suspense
Active	EREC	60 days
Reserve	State AG/ ARPERCEN	90 days



Rating Chain Qualifications & Responsibilities



Rating Chain

Qualifications

Rating Official	Minimum Time	Rank
Requirement		
Senior Rater		
Reviewer		



Rating Chain

Qualifications

Rating Official	Minimum Time	Rank
Requirement	100 rated days	SGT+ & senior to rated NCO;
		Civilian employee GS6+



Rating Chain

Qualifications

Rating Official	Minimum Time	Rank
Requirement	10 rated days	SGT+ & senior to rated NCO;
SR	2 rated months	Civilian employee GS6+
		Senior to rater; Civilian employee GS6+



Rating Chain

Qualifications

Rating Official	Minimum Time	Rank
Reviewer	10 rated days	SGT+ & senior to rated NCO;
SR	2 rated months	Civilian employee GS6+
Reviewer	No minimum	Senior to rater; Civilian employee GS6+ Commissioned, WO, SGM or

CSM and senior to SR;
GS9+; must be in
supervisory



Rater Responsibilities



- Counsel rated NCO
- Prepare a DA Form 2166-7-1 for each rating period
- Assess the performance of rated NCO
- Prepare a fair, correct report
- Date and enter his/her signature in part IIa
- Sign part IIb/c when also serving as senior rater and reviewing



Senior Rater Responsibilities

Slide 1 of 2

- Become familiar with rated NCO's performance
- Prepare a fair, correct report
- Date and enter his/her signature in part IIb
- Obtain the rated NCO's signature in part II
- Explain the absence of counseling statements



Senior Rater Responsibilities

Slide 2 of 2

- Ensure bullet comments support ratings
- Enter appropriate statement in part Ve when rater does not meet qualifications
- Sign part IIc when also serving as reviewer
- Do not direct rater to change an evaluation that he/she believes to be honest



Reviewer Responsibilities

- Ensure proper rating chain completes the report
- Ensure rater and SR evaluations are clear, consistent, and fair
- Indicate agreement/disagreement with rater and senior rater
- Date and sign part Iid
- Sign parts Iia-c when also serving as rater and SR



Counseling



Counseling Rules



- DA Form 2166-7-1 is mandatory for CPL thru CSM.
- Initial counseling within 30 days of rating period.
- Later counseling sessions conducted quarterly.
- Duty description as means to evaluate.



The Counseling Form



- Contains instructions/guidance for preparing and conducting counseling sessions and for writing duty descriptions
- Provides sample bullets
- Summarizes the counseling session
- Serves as a record of counseling



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Points of Contact



- PERSCOM Online: [www-perscom.army.mil](http://www.perscom.army.mil)
- AR 623-205, NCO Evaluation Reporting System
- Publications:
<http://www.usapa.army.mil>
- Enlisted Records & Evaluation Center

Online: www.perscom.army.mil/erec



Diagnostic Test